SHIPtalk Registration Instructions

SHIPtalk https://shipnpr.shiptalk.org

Every SHIIP counselor must be registered on SHIPtalk, whether you enter your own Client Contacts online or submit paper forms to the state office. You deserve credit for every contact you make. If you are not registered, your client contacts can't be recorded.

Are you registered on SHIPtalk?

Most volunteers registered on SHIPtalk at initial training. If you aren't sure whether you are registered, it's easy to find out.

1. Go to https://shipnpr.shiptalk.org/
2. On left side of the screen, complete "Enter your User Name" section with your email address and your password.
3. If you can't remember your password, click on "Forgot password?" and follow the prompts.
4. If told you are not registered, follow the steps below to register.

Registering at SHIPtalk

1. Go to https://shipnpr.shiptalk.org/
2. In the upper-right corner of the page, click the brown "Register" button and follow the prompts.
4. In the drop-down "Select a Role" menu, select Agency User.
5. In the drop-down "Select a State" menu, select Nebraska.
6. In the drop-down "Select an Agency" menu, select your regional office.
   For example, "SHIIP Program Office" includes Butler, Fillmore, Lancaster, Polk, Saline, Saunders, Seward, and York Counties. "Blue Rivers-Program Office" includes Gage, Jefferson, Johnson, Nemaha, Otoe, Pawnee, Richardson and Thayer Counties. And so on.
7. Continue filling out the remainder of the required (*) fields on the page.
8. In the "Task Functions and Access-Authorizations" section, select Counselor.
9. Click "Register" after entering the validation text.
10. You will receive an email from SHIPtalk. To complete your registration, click the link in the email.

Entering a Client Contact

1. Go to https://shipnpr.shiptalk.org/
2. On left side of the screen, complete the "Enter your User Name" section with your email address and your password.
3. When asked "Do you want to view only the webpage content that was delivered securely?" click Yes.
4. Under "Warning," click I Agree.
5. In the upper left portion of the page, you will see "Welcome" followed by your name. Just below this, click on Add a Contact for a New Client with No Prior Service at This Agency. (Or, to add a Public and Media report, click on Add a PAM.)
6. In the drop down "Agency" menu, select the name of your regional office.
7. Leave "Client Identifier used by Your Agency or State" blank.
8. Follow the prompts to complete the form. Fields marked with a red asterisk (*) are required. If any required fields are skipped, they will be identified in red for completion.
9. Click Submit when finished.
10. To add another Client Contact, click on Add a Client contact in the same Agency.